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This Notice Expires 1 April 1974

PERSONNEL

14 May 1973

STATINTL

PROGRAM FOR THE PREVENTION AND TREATMENT OF ALCOHOLISM

1. GENERAL

- a. Public Law 91-616 approved 31 December 1970 requires Federal agencies, in conjunction with the Civil Service Commission and the Secretary of Health, Education and Welfare, to develop programs for the prevention and treatment of alcoholism and alcohol abuse among their employees.
- b. The use of alcoholic beverages by Federal employees is of concern to the Government when it results in job-related problems. The special security requirements of the Central Intelligence Agency make it imperative that employees be alert to the problems of alcoholism, and that management take effective action to resolve these problems. Drinking problems exist when the use of alcohol by employees interferes with the performance of their official duties, reduces their dependability, or reflects discredit on the Agency.

2. POLICY

Alcoholism is recognized as a treatable illness and requires professional as well as sympathetic handling. The Agency's program for the prevention and treatment of alcoholism is designed to assist the problem drinker in rehabilitating himself so that he may once again become a fully satisfactory employee. As long as the employee is willing to recognize that he has a problem and is willing to cooperate in a program of rehabilitation, the Agency will provide appropriate assistance within its official capabilities. The Agency will refrain from taking disciplinary action against the problem drinker unless he is unwilling to cooperate or unless it becomes apparent to the Agency that the rehabilitation program is unlikely to produce the desired results.

3. RESPONSIBILITIES

a. EMPLOYEES

Each employee should conduct his personal life in such a manner that the use of alcohol does not in any way affect the performance of his official duties or reflect discredit on the Agency. If,

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however, an employee has a drinking problem he is expected to seek help in bringing it under control. The employee may consult directly with the Office of Medical Services for the purpose of receiving professional assistance.

b. SUPERVISORS

- (1) The first line supervisor must play a key role in the Agency's program for rehabilitating the problem drinker. He is in the best position to observe when an employee's attendance, on-the-job attitude, conduct, and work performance drop below acceptable standards.
- (2) When a supervisor recognizes that an employee is having difficulty of any kind and when regular corrective procedures fail to restore that employee to an acceptable level of performance the supervisor should then discuss the matter with his personnel or administrative officer or with an appropriate senior official in the component. The personnel or administrative officer, or the appropriate senior official will bring the case to the attention of the Chief, Special Activities Staff, Office of Personnel.
- (3) The supervisor is cautioned that whereas he should identify problems which are not correctable by regular supervisory procedures, e.g., signs of possible alcoholism, he should not attempt to make a diagnosis that the problem is in fact alcoholism. The problem may be the result of alcohol abuse but may also be the result of other things not connected with alcohol.

c. DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for administering the Agency's program for the prevention and treatment of alcoholism. His responsibilities include bringing education and information to Agency employees, arranging or conducting supervisory briefings, developing and maintaining a counseling capability, and establishing liaison with community alcoholism treatment and rehabilitation programs. Moreover, the Director of Personnel is responsible for advising supervisors and others with regard to referring employees with drinking problems to the Office of Medical Services or to other sources of rehabilitation assistance. Further, the Director

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of Personnel is responsible for advising supervisors and others with regard to the appropriate disciplinary action required in those cases in which employees refuse assistance, or in cases in which it is apparent that successful rehabilitation is unlikely. If the situation warrants, the Director of Personnel may recommend that the employee be considered for disability retirement. The Director of Personnel also is responsible for evaluating the Agency's program for the prevention and treatment for alcoholism and reporting its results and effectiveness to the Director.

d. DIRECTOR OF MEDICAL SERVICES

The Director of Medical Services is responsible for providing consultative assistance to employees on a self-referral basis. He is also responsible for providing such assistance to supervisors at an early point in any potential problem case. In addition, the Director of Medical Services will assist in the rehabilitation of employees who recognize the existence of a drinking problem, and will, when appropriate, review such cases for possible disability retirement.

4. USE OF SICK LEAVE

Sick leave will be granted for the purpose of treatment or rehabilitation as in any other illness.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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for
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